

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Conference Room AB
Wednesday, November 16, 2022, 1:00 p.m.**

I Call to Order by President

Mr. Wright, President, called the meeting to order at 1:02 p.m.

II Opening Exercise

III Roll Call

The roll was called, and the following members were present:

Mrs. Kristen Bramblett, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski and Mr. Keith Wright.

Those absent: Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mr. Noah Howells, Makerspace Supervisor; Mrs. Brielle Maynor, Public Services Director; Mrs. Rebecca Rasnick, West Chester Branch Manager; Ms. Kathy Stengel, Human Resources Director; and Ms. Emily Vance, Deputy Fiscal Officer.

IV Adoption of Agenda

Mrs. Bramblett motioned, seconded by Mrs. Stewart, to approve the agenda as presented.

“Aye” Bramblett, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-66

V Public Comment

There was no public comment.

VI Approval of Minutes

Mrs. Bramblett motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting of October 19, 2022 as presented.

“Aye” Bramblett, Huff, Jones, Stewart, Wright

“Nay” None

“Abstain” Szopinski

Motion Approved 22-67

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Ms. Vance reviewed the October 2022 financial report. Mr. Szopinski motioned, seconded by Mr. Jones, to approve the Financial Statement, Investments, and Donations report for October 2022 as presented by Ms. Vance.

“Aye” Bramblett, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-68

(Report on file in Fiscal Officer's office)

Budget 2023 Update:

Ms. Vance reported that staff have been working on the 2023 Budget and are close to finishing it. The Finance Audit Committee will then meet to review the budget and it will be brought to the board in December.

VIII Director's Report

Innovation Pointe Update:

Mr. Bautz introduced makerspace supervisor, Noah Howells, to report on the makerspace. Mr. Howells distributed several items that were made in the makerspace. He reviewed the Jan – Oct 2022 report. Door count was 2,213 which includes door count, tours, and makerspace appointments; machine usage was 1,202 with the top three machines being used are the laser engraver, 3D printer, and the vinyl printer; express jobs are files that are provided by patrons and fulfilled by makerspace staff with the patron only paying for the consumable materials used for the job, there have been 895 submissions year-to-date and he anticipates many more during the holidays; and the new 3D print program that began in August is an introductory way for patrons to become familiar with the process' of the makerspace. The board discussed the different materials that can be printed on; the amount of time an average small item takes to print; the printing process of 3D items; and how the library has been able to print items lost or missing pieces from returned games. Mr. Bautz added that the Middletown Kiwanis Club had all of their advertisement banners for their pancake breakfast printed at the makerspace.

Monthly Statistical Report:

Mr. Bautz reviewed the October statistics. Circulation overall was up by 19%; Liberty was up by 13%; LOW was down due to the bookmobile having a maintenance issue and was out of service for a week; Middletown was up 19%; Monroe was up 130%; Trenton was up 38%; and West Chester was up 11%. Print circulation was up 13%; AV was up 20%; digital was up 15% with over 500 items from Kanopy; door count WAS up 20%; there were over 300 programs with 7400 attendees; PC usage was up 23%; Wi-Fi was up 18%; there were over 740 meeting rooms reserved; 57 passports were accepted and processed; collection maintenance is still having supply issues with book jobbers and we are not receiving the quantities that we want; community engagement had over 65 minutes per day of virtual programming with an average of 151 engagements per day; over 600 new cards were registered; and the call center was busy with over 1400 calls.

Contract Renewal (Innovative Interfaces Inc):

Mr. Bautz discussed that the contract with them is up for renewal. We had an initial contract five years ago and had negotiated discounted pricing for the longer length contract. We negotiated another 5-year contract with a baseline of \$108,000 keeping expenses relatively flat. The renewal consists of two agreements, one to add the catalog interface Vega and the other to renew the existing 5-year contract that is expiring, with 3% increases built into the contracts. Since this is a multi-year contract, the board must approve it. Mr. Jones motioned, seconded by Mrs. Bramblett, to proceed on a five-year contract with Innovative Interfaces, Inc. for the MidPointe Library System's automated library system.

“Aye” Bramblett, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-69

Trenton Sidewalk:

Mr. Bautz reported that CDBG money had previously been applied for, and the county recently awarded money to build a sidewalk from the Trenton shade structure to Tamarind Square, a senior apartment complex. The county commissioners approved the sidewalk and there might be a local match of \$5,000. The board will be updated when more information is received.

Liberty Construction:

Mr. Bautz reviewed a handout of the latest architect drawings. Project officials have met with Liberty Township zoning staff who reviewed the plans and did not see anything that would require a variance that would need to go before the zoning board or trustees. The staff was extremely helpful and made recommendations such as striping a portion of the bottom left of the parking lot and to not build a curb there to facilitate any future expansion; they clarified that zoning requires certain signage so we have to meet that; the front vertical fins are functional and aesthetic in that they hide support beams and will provide some shade from the sun. The material used for the fins could be decommissioned wind turbine blades which would be a good way to recycle them; brick patterns were discussed as well as ceiling fixtures; and the shelving has been analyzed and is sufficient. With some tweaking, the shelving placement will be more functional for library use. The kitchen appliances will include a refrigerator and microwave. The fireplace will be electric. The next meeting with the architects is next Tuesday and the project is continuing to move forward. The board discussed the timeline with groundbreaking anticipated in spring of 2024; and the architects are being careful choosing the raw materials to avoid possible supply chain issues.

IX Public Services Report:

Mrs. Maynor reported several charity collection drives, the Shoes 4 the Shoeless sock drive, Toys 4 Tots, and the Middletown School Coat Drive, are ongoing. At Liberty, 463 items were borrowed from the hold lockers; and now that staff have passed their passport testing, they are training and shadowing at other branches to prepare to begin that service. At LOW, 3 items were borrowed from the Wayne Township hold lockers; the bookmobile was out every week or weekend in October for festivals and events; and Central Connections has been added to the lobby stop service route. At Middletown, roof water testing is ongoing to pinpoint where the water leaks are coming from; two preschools/daycares have requested programming; and Middletown City Schools held their personalized learning day at the library on November 8th. At Monroe, a nest of yellow jackets was removed from the attic. At Trenton, the community room projector screen was replaced; and the Warren County Education Service Center is planning to bring students to the sensory space. West Chester branch manager, Mrs. Rasnick, reported that a new updated computer area has been located near the non-fiction area; the Farmers Market, blood drive, and various events were a huge success; Edge Teen Center has been

providing services every day after school with 100 teens visiting August through October and averaging 49 daily attendees, with about half from Lakota West and the remainder from other schools. Staff have resumed visiting all of the pre-pandemic outreach locations and have been averaging 2-4 requests for tours and programs in the branch. The board discussed the process of how an organization goes about scheduling a program; how additional security and the EDGE teen center is helping with the after school issues as well as a teen board that is in development; and how teens are welcome but bad behavior is not.

X Community Engagement Report

Ms. Hillman reported that the library had 2,024 minutes of virtual programming watched in October with 4,689 engagements. The new calendar and meeting room reservation software will be rolled out on December 1st. The latest online giveaway did not go as planned when hackers replicated our web page. That issue has been resolved for future giveaways. Programming and promotions include a system-wide short story writing contest for patrons to celebrate National Novel Writing Month; the Winter 2022/23 program guide is now available in both print and digital formats; and yearbooks for Edgewood High School, Trenton High School and Seven Mile High School have been digitized and available through the digital archive. Community events and partnerships include Middletown's Feed the Hungry; a winter-themed storywalk in downtown Middletown; the bookmobile will be in the Middletown's Santa Parade on November 26th and at the Liberty Center Lights Up Parade on November 19th; we are a sponsor and will have a craft at Liberty Township's Breakfast with Santa on December 3rd; and will be participating in West Chester Township's Very Merry Takeover event on December 8th with a make and take craft. Mr. Bautz added that community engagement applied for a LSTA literacy grant through the state library of Ohio which we are hoping will be approved.

XI Human Resources

Staffing and HR Report:

Mr. Szopinski motioned, seconded by Mrs. Bramblett, to approve the following personnel changes as presented by Ms. Stengel:

Approve the employment of Julia Love; effective 11/6/2022; part time; non-exempt; West Chester, makerspace technician, makerspace department; at pay level three;

Approve the promotion of Alvin Swanner; effective 10/30/2022; full time; non-exempt; Middletown to West Chester; receiving associate to facilities technician; facilities department; at pay level three;

Approve the resignation of Brittney Baillie; effective 11/9/2022; full time; non-exempt; Middletown; public services supervisor; public services;

Approve a correction; Hannah Williams; library associate floater not library specialist floater at pay level two.

Ms. Stengel reported that turnover for October was 1.0989% and is 17.6209% year to date. As of October 2022, we have had 16 hires and 16 terminations. We have just filled three of the five openings.

“Aye” Bramblett, Houser, Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 22-70

HR Subcommittee Report:

Ms. Stengel reported that the subcommittee met on October 26th to review the compensation process; the health insurance renewals; and survey summaries of projected 2023 salary increases and met again on November 10th. At that meeting, we reviewed the distributed compensation packet materials in-depth and then discussed the performance of the Executive Library Director and Fiscal Officer. Ms. Stengel reviewed the compensation packet that included a Summary of Projected 2023 Salary Increases, the Percentage of Total Operating Expenditures Spent on Personnel chart which showed in 2021 we spent 57.29% of our operating expenditures on salaries and benefits, which is less than what was spent in 2020; the 2021 Productivity as Measured by Total Staff Expenditures Divided by Total Circulation chart which showed that the amount to circulate an item in 2021 was less than in 2020; the 2022 Performance Merit Grid for 2023 Increases which shows increases based on performance would range from 0% to 4.50%, and the number of employees in each section of the matrix; the 2023 Pay Range Chart by minimum and maximums which was adjusted for 2023 for each pay level due to market adjustments, the 2023 Pay Range Chart by quartiles, and the 2022 Pay Range Chart which was included for comparison; the Compensation Analysis of Employees Who Have Reached Maximum of Pay Range which is an analysis of employees who would receive a lump sum payment due to topping out of the range when their merit increase was applied; and the Payroll Comparison & Future Estimate analysis which shows an estimated 2023 payroll when using current staffing compensation and adding the merit increases and market adjustment recommendations by the compensation analyst, as well as showed future payroll projections. After applying the merit grid and market adjustments, overall compensation would increase by approximately 8.40%. The board discussed using the 43rd percentile versus the 50th percentile as the midpoint target, and how often to have a full compensation analysis completed.

Executive Session:

Mr. Szopinski motioned, seconded by Mr. Jones, to enter into executive session at 2:10 pm under the authority of O.R.C. 121-22 (g) (1) To consider the compensation of a public employee or official, unless the public employee or official requests a public hearing. The board consensus was to go into executive session.

The following were excused at 2:10 pm: Mr. Bautz, Ms. Hillman, Mr. Noah Howells, Mrs. Maynor, Mrs. Rasnick, and Ms. Vance.

The board returned to regular session at 2:29 pm.

The following returned to the regular session at 2:29 pm: Mr. Bautz, Ms. Hillman, Mrs. Maynor, and Ms. Vance.

Compensation:

Mr. Szopinski motioned, seconded by Mrs. Bramblett, to approve the recommended 2022 Performance Merit Increase Grid for 2023 for all eligible employees, except for the Executive Director and Fiscal Officer; approve the recommended 2023 Pay Range Chart; approve the recommended lump sum increases for those employees whose performance increase would cause them to exceed the maximum of their 2023 pay range; that after considering the job performance of the Executive Director over the last year, the board is pleased to report that the Director highly exceeds the Board’s expectations. As such, following the 2022 Performance Merit Grid for 2023 increases, the board approves a 3.75% performance increase for the Library Executive Director; and that after considering the job performance of the Fiscal Officer over the last year, the board is pleased to report that the Fiscal Officer highly exceeds the Board’s expectations. As such, following the 2022 Performance Merit Grid for 2023 Increases, the board approves a 4.00% performance increase for the Library Fiscal Officer; approve the recommended employee salary adjustments resulting from the 2022 compensation project survey data for all employees or by an amount not to cause them to exceed the maximum of the 2023 pay range; and all to be effective on the first pay in January of 2023.

“Aye” Bramblett, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-71

XII Board Comments

Mr. Bautz distributed a letter addressed to the board and discussed the letter writer’s belief that there is a lack of quiet computer space in the West Chester Library. Since Mr. Bautz received the letter, the seating in the quiet reading room has been increased. It had been decreased in 2020 due to the Covid pandemic, and we are investigating the use of additional room dividers that could be used as individual study rooms. We have already been planning on expanding the makerspace into the current computer lab space. He will respond to the letter writer letting them know of the alternatives that are being considered.

XIII Adjournment

Mr. Wright adjourned the meeting at 2:34 p.m.

22-72

President

Secretary